



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

06-03

DEPARTMENT REVENUE		DIVISION Information Technology	SECTION Electronic	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1	Emissions Licensing	5 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
2	Drivers License Investigation	5 Years + Current			
3	Barcode Log	7 Years + Current	Note: Full system backups performed on all data systems monthly and retained for 1 year.		
4	Project Central Log	Retain until obsolete, superseded or administrative value is lost			
5	Automated Accounts Receivable & Audit Processing – (AARAP)	Permanent			
6	Electronic Fund Transfer	10 Years + Current			
7	Income Tax Logs	10 Years + Current			
8	Revenue Accounting System	10 Years + Current			
9	Dept. of Revenue Leave System	6 Years + Current			
10	Dept. of Revenue Personnel System	Retain for 10 years after employee resignation or termination			
11	AARAP, Income Tax, Short Check flat files	10 Years + Current			
12	Severance Tax Logs	10 Years + Current			
13	Motor Vehicle Logs	Permanent			
14	Drivers License Inquiry (DLIQ)	Permanent			
15	Driver License System (DLS)	Permanent			
16	Commercial Driver License System	Permanent			
17	Problem Driver Point System (PDPS)	Permanent			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Jerry Ketterson</i>	Date 9/14/2005	Records Liaison Officer's Signature <i>Julia Paybal</i>	Date 8-12-05
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 9/26/05	State Auditor's Signature <i>Darryl Symonick</i>	Date 9/14/05



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
18	Drivers License Inq. (DLIQ) Flat Files	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
19	License 2000/Gaming License System I	Permanent	
20	License 2000/Gaming License System II	Permanent	Note: Full system backups performed on all data systems monthly and retained for 1 year.
21	Auto Industry Licensing System	Permanent	
22	Complaint Management System (CMS)	5 Years + Current	
23	Liquor Brands Tracker	7 Years + Current	
24	Public Safety Records (PSR)	5 Years + Current	
25	CDL Audit Tracking (CAT)	7 Years + Current	
26	Citations – Penalty Assessment Express	Permanent	
27	Electronic Accident Reporting System	Permanent	
28	Electronic Renewal by Mail (ERBM)	Permanent	
29	Drivers License Data Warehouse – new	Permanent	
30	International Registration Plan – Commercial Vehicle (IRP/CVIS)	Retain until obsolete, superseded or administrative value is lost	
31	Commercial Vehicle Electronic Credential (CVEC)	Retain until obsolete, superseded or administrative value is lost	
32	Racing License	5 Years + Current	
33	Paper History Interfacing - under development, no records stored in system to date	10 Years + Current	
34	Port of Entry at Ports <i>Reports</i>	3 Years + Current	

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State Archivist's Signature <i>Terry Lettman</i>	Date 9/14/2005	Records Liaison Officer's Signature <i>Julia Reppel</i>	Date 9-12-05
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 9/26/05	State Auditor's Signature <i>Sherry Symanski</i>	Date 9/14/05

SA-194 (REV 1/78)



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
35	Port of Entry on Wheels <i>Reports</i>	3 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
36	Driver License Polaroid Pictures	9 Years + Current		
37	Driver License Daily	Permanent	Note: Full system backups performed on all data systems monthly and retained for 1 year.	
38	Business Tax Cycle Time Reporting (BTCTR)	5 Years + Current		
39	Contracts & Lease Space	Permanent		
40	Cost Accounting <i>Reports</i>	6 Years + Current		
41	Leave Forms (copies)	1 Year + Current		
42	Legislation Tracking	Retain until obsolete, superseded or administrative value is lost		
43	Position Cost (copies)	3 Years + Current		
44	Sales Tax Analysis	5 Years + Current		
45	Conferee Case Mgmt Taxpayer Accounting Program	10 Years + Current		
46	Tax Group Position Cost Accounting Program	10 Years + Current		
47	Protest Resolution Taxpayer Accounting Program	10 Years + Current		
48	Time Tracking Accounting Program	10 Years + Current		
49	Vending Machine Labels	Permanent		
50	Tax Audit System (TAS)	Permanent		

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State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Attorney General's Signature

Date

State Auditor's Signature

Date



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51	Colo. State Titling & Regis. (CSTARS)	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
52	Pyramid Log	Permanent			
53	Tow Carrier Log	Permanent		Note: Full system backups performed on all data systems monthly and retained for 1 year.	
54	Plate Inventory Program (PIP) Log	Permanent			
55	Casino Gaming Tax Returns (CEZFS)	10 Years + Current			
56	Internet 104 Tax Returns (Netfile)	10 Years + Current			
57	Trade Name Search Database	Permanent			
58	Registrar – Tracks Training Classes	7 Years + Current			
59	Collections Data and Reporting System (CDRS)	Permanent			
60	Tobacco Case Management	Permanent			
61	Public Utilities Commission Fee Collection – old	Permanent			
62	Public Utilities Commission Fee Collection – new	Permanent			
63	PUB 16 Report (Accounting Report)	7 Years + Current			
64	Federal Highway Report	7 Years + Current			

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State Archivist's Signature <i>Jerry Ketelsen</i>	Date 9/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-12-05
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 9/26/05	State Auditor's Signature <i>Dorey Symanski</i>	Date 9/14/05

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